

1 FEBRUARY 2005

Security

**PROTECTION OF AFOTEC
PERSONNEL AND FACILITIES**



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the AFDPO WWW site at:
<http://www.e-publishing.af.mil>

OPR: HQ AFOTEC/SF
(Ms. Geraldine Archuleta)
Supersedes AFOTECI 31-101, 1 December 2002

Certified by: AFOTEC/CV (Col Alison Hill)

Pages: 12
Distribution: F

This instruction implements AFI 31-101, The Air Force Installation Security Program and Kirtland Wing Plan 31-101. It establishes personnel entry and circulation control procedures for all HQ AFOTEC facilities. It identifies the response and actions to be taken during bomb threats and increased Force Protection Conditions (FPCONs). It applies to all assigned AFOTEC personnel, contractor personnel, and visitors who enter HQ AFOTEC facilities. Other AFOTEC detachments and operating locations will follow the procedures in their host base plan or develop their own local plans and instructions.

SUMMARY OF REVISIONS

Implements changes in badge issue/visitor control procedures, types of visitor badges issued, and requirements for issuing contractor badges and support badges (Paragraphs [2.2.2.](#), [2.3.1.](#), [2.3.3.](#), [2.3.5.](#)). Adds Common Access Card (CAC) turn-in requirement (Paragraph [2.4.1.](#)). Revised paragraph [2.8.4.](#) – removed references to old loading dock door in 20130 and master keys to communications rooms, added annual badge inventory. Removed reference to Clearance Access Verification System (CAVS) and replaced with Joint Personnel Adjudication System (JPAS) (Paragraph [2.10.2.](#)). Replaced Equipment Custodian with All Personnel (Paragraph [3.1.](#)). Removed reference to STU-III, and STEs (Paragraph [3.3.](#)). Revised bomb threat procedures (Paragraphs [4.2.2.](#) – [4.4.](#)). Revised Antiterrorism Measures (Paragraphs [5.](#) – [6.4.](#)). Revised [Attachment 2](#). Added list of Prescribed Forms.

1. General. The sensitive nature of the AFOTEC mission and the routine generation of classified and unclassified sensitive information by the HQ AFOTEC staff require practical personnel entry and internal control procedures. These procedures are designed to enhance the unit's ability to protect sensitive operations, protect its employees, and provide countermeasures intended to decrease the likelihood of a security incident at HQ AFOTEC facilities.

2. Entry Control System.

2.1. An automated access control system controls access to buildings 20129, 20130, 20201, 20202, and 20203. It maintains a database of people authorized to enter the buildings and uses card readers, personal identification numbers, and electrically controlled doors to grant entry. The system also maintains a log of historical data.

2.2. Issuing Badges.

2.2.1. All HQ badges will be issued by HQ AFOTEC/SF.

2.2.2. Permanent AFOTEC badges are issued to authorized individuals following a determination of their security clearance eligibility. Permanent party military personnel, civilian employees, support staff and contractors with a current security clearance will be issued a regular picture badge that indicates their status at AFOTEC, (Staff, Contractor, Support). Personnel in these categories who do not have a current security clearance will be issued a “NO CLEARANCE” permanent picture badge. Contractors who do not have a workstation at AFOTEC (office space, desk, computer, and network account) will not be issued a Permanent AFOTEC badge. Contractors in this category will be issued a Visitor badge for each visit. If a contractor in this category requires a permanent badge, the contract employee’s Contracting Officer Technical Representative (COTR) must justify the need via letter or email to SF.

2.2.3. Do not use the AFOTEC badge as the authority for granting access to classified information or meetings. Verify all security clearance levels through Unit Security Managers or SF.

2.2.4. The AFOTEC badge is not an authorized form of identification for access to Kirtland AFB or other base facilities. Using the AFOTEC badge for entry at the base gates may result in confiscation of the badge by gate guards.

2.3. Types of Badges.

2.3.1. AFOTEC Staff Badge: Issued to permanent party military and civilian employees (including stay-in-school and summer hires) at the HQ to include other organizations/units working in AFOTEC facilities. Also may be issued to AFOTEC military and government employees from other detachments and Operating Locations (OL) that frequent the HQ location.

2.3.2. AFOTEC CONTRACTOR Badge: AFOTEC contractors may be issued a permanent picture badge based on a visit request sent to SF from their company Facility Security Officer (FSO). The badge will be active throughout the contract period only and will not be extended unless SF receives a new visit request.

2.3.3. AFOTEC SUPPORT Badge: Support badges are issued to personnel that are not in the “Staff” or “Contractor” categories (base civil engineers, telephone maintenance, 377th Civilian Personnel, etc...). AFOTEC sponsors of these types of visitors must provide SF with a letter/official email that includes the visitors name, organization, phone number, reason/duration for visit, and AFOTEC POC.

2.3.4. AFOTEC VISITOR- NO ESCORT REQUIRED Badge (Black V). Issued to official visitors temporarily upon confirmation of security clearance eligibility or a current and valid visit request. This badge may also be issued temporarily to AFOTEC members who do not have their permanently issued badge in their possession. Issue of visitor badges will be recorded on a visitor log in SF. The visitor and the office hosting the visitor are responsible for returning the badge to SF at the end of the visit. A variation of this badge is the “Black V” – No Clearance Badge. This badge is use to grant an uncleared visitor unescorted access and is issued at the discretion of SF.

Do not grant access to classified information or classified meetings without first verifying the visitor's clearance through your Security Manager, SF or a current and valid visit request which includes clearance information.

2.3.5. **AFOTEC VISITOR-ESCORT REQUIRED Badge:** (Red V). Issued to visitors who do not have security clearance eligibility, when such eligibility cannot be confirmed or when a current visit request is not in file at SF. Also issued to non-official visitors such as AFOTEC family members, etc. All individuals who are issued this badge will be escorted at all times. The sponsor/escort of the visitor is responsible for ensuring that the visitor departs the facility, the badge is returned to SF and the visitor log is annotated with the date/time of departure. This badge will not open doors.

2.3.6. **FOREIGN VISITOR - ESCORT REQUIRED Badge** (Red Letters). Issued to all foreign visitors.

2.4. **Turn-In of Badges.** Upon reassignment, retirement, or termination of employment all **AFOTEC** badges will be turned in to HQ AFOTEC/SF. AFOTEC personnel at geographically separated work locations may return their badge by mail or through their Security Manager. Company Facility Security Officers (FSO) may collect badges from terminated employees and return them to SF by mail.

2.4.1. **Common Access Card (CAC).** The CAC is issued by the 377th Military Personnel Flight (MPF) and must be turned in to the MPF upon termination of employment, retirement, or separation. AFOTEC SF will not accept the CAC from departing personnel.

2.5. **Misuse of Badges.** The AFOTEC badge is property of the US Government. Its counterfeiting, alteration, or misuse is a violation of this Instruction and Section 499, Title 18, U.S. Code. Misuse includes loaning the badge to another person for any reason.

2.6. **Reporting Lost Badges.** Report the loss or theft of badges to HQ AFOTEC/SF immediately.

2.7. **Using Card Readers.**

2.7.1. Place the badge (either side) within 5 inches of the proximity reader to unlock the door. For authorized entry the red light on the reader will turn green and on some doors an audible "click" can be heard.

2.7.2. Personnel entering areas with controlled or limited access will also be required to use a PIN at the keypad of the card reader to gain access.

2.8. **Internal Controls.**

2.8.1. All individuals within AFOTEC facilities will wear the AFOTEC badge (permanent or visitor) prominently displayed above the waist on an outer garment with the picture facing forward. The badge should not be worn outside AFOTEC buildings with the exception of movement between AFOTEC buildings on Kirtland AFB.

2.8.1.1. Personnel who report their badge misplaced/lost will initially be issued a temporary Visitor badge for at least 2 days before a new badge is issued. If the original badge is found after a new badge is issued, the original badge must be returned to SF.

2.8.2. Building entrances are always secured. Secure all exterior windows and doors at the end of the duty day.

2.8.3. HQ AFOTEC/RME maintains keys to HQ AFOTEC buildings. These keys will be maintained under sufficient protection to prevent their unauthorized use. All building keys issued will be tracked by completing AF Form 1297, Temporary Issue Receipt. RME will keep the receipt on file until the key is returned. Keys will not be used to circumvent the single point of entry during increased FPCON levels.

2.8.4. AFOTEC/SF will conduct annual badge inventories by verifying that each badge holder is still in possession of his/her badge and that each badge holder is authorized to be in possession of an AFOTEC badge. Badges that cannot be matched to an authorized AFOTEC member or contractor will be de-activated until a match can be made.

2.9. **Contingency Procedures.** Should a power failure cause an outage beyond the Uninterrupted Power Supply (UPS) capability that results in doors being locked manually, the doors listed below will be unlocked with someone assigned to monitor entry during duty hours. SF will contact Security Managers and, if necessary, building custodians to monitor the doors while in the unlocked mode. When notified by SF Security Managers in each building will develop a schedule to man the doors. Arrangements can be made with SF or RME for non-duty hours access when the doors are manually locked.

2.9.1. Building 20129. Front (Gibson) door.

2.9.2. Building 20201, West door.

2.9.3. Building 20202, Northeast Door.

2.9.4. Building 20203, Southeast Door.

2.9.5. Building 20130. Northwest Door (PC door). Door will be opened and monitored by security personnel (SF and Security Managers). In the absence of enough security personnel, available AFOTEC personnel who occupy building 20130 will be recruited to assist. In the event of an extended outage, the duty will rotate between directorates every 2 hours following a schedule published by SF.

2.10. **Visitor Control.** AFOTEC hosts will ensure all visitors have a current security clearance at the required level for the visit and that the proper visitor badge is issued. Visitor badges may be signed out by hosts in advance from SF and issued to visitors attending meetings as required only if the host is in possession of a current valid visit request. The office hosting the visitor(s) will not grant access to classified information or meetings without first verifying the visitor's clearance through their Security Manager, SF or a current and valid visit request which includes clearance information.

2.10.1. All incoming visit requests will be faxed or mailed in advance to HQ AFOTEC/SF unless the host has made the arrangements described in paragraph 2.10. above. The host organization should request that they receive an advance copy from the visitor's organization for all classified visits. SF also provides Foreign Disclosure Officer (FDO) services on all visits by foreign nationals in accordance with AFI 16-201, Disclosure of Military Information to Foreign Governments.

2.10.2. Preparation of an outgoing Visit Request or Certification of Clearance eligibility for AFOTEC personnel is a responsibility of the office to which the individual is assigned. SF will certify all DOE Forms 5631.20, Request for Visit & Access Approval, for AFOTEC personnel visiting DOE facilities. SF and unit Security Managers have access to the Joint Personnel Adjudication System (JPAS) for all assigned AFOTEC personnel. Personnel requiring outgoing visit requests should contact their Security Manager first for security clearance eligibility data and completion

of AFOTEC Form 12, Visitor Request. If the Security Manager is not available or for some reason cannot verify a clearance or complete the form, contact SF for assistance.

3. Controls and Accountability of Property.

3.1. All Personnel are responsible for ensuring that reasonable and prudent protective measures are taken for high-theft-risk property such as notebook computers.

3.1.1. Equipment Custodians (EC) control the temporary issue of notebook computers with AF Form 1297. The EC keeps the receipt until the notebook computer is returned.

3.1.2. Common sense precautions to protect notebook computers include:

3.1.2.1. Store them in a locked cabinet/storage area when not signed out for use. The EC should control cabinet/storage area key(s) or combination. Secure keys and limit access only to those personnel authorized to access to the cabinet. Limit the number of key(s) or knowledge of the combination.

3.1.2.2. Lock doors to rooms where notebook computers are stored during non-duty hours and anytime the rooms are unmanned for extended periods. If possible limit room access also.

3.1.2.3. Do not leave notebook computers unattended at anytime while traveling, especially at airports and in hotel lobbies, taxi cabs etc. In hotel rooms, remove the notebook computer from open view by locking it in a suitcase, placing it in a closet or room safe if possible.

3.2. Property vulnerable to theft should be kept out of sight and in the owner's desk. Lock the desk if possible when left unattended.

3.3. Secure/classified communications devices and classified fax/copier machines should not be moved unless the AFOTEC supply custodian, COMSEC custodian, and directorate Security Manager are notified. The custodians and Security Managers maintain an inventory listing of such equipment that includes building and room number of each location. Computer equipment must not be relocated without the knowledge of the directorate EC.

4. Response to Bomb Threat.

4.1. General.

4.1.1. This section provides general information about the nature of bomb threats and prescribes common procedures for AFOTEC personnel who may receive a bomb threat.

4.1.2. While no specific groups or elements have been identified as posing a terrorist threat to AFOTEC facilities or personnel, the possibility of aggression such as hostage taking, bomb threats, and bombings always exists. By virtue of the position and rank of the Commander, AFOTEC is on the base's list of units with high-risk personnel.

4.1.3. Bomb threats may be received anonymously or from known sources. Anyone is subject to a threat, however, the most likely to receive a bomb threat are security forces personnel, command section administrative staff, and secretaries. The threat might not include the exact location of the bomb and might be a nuisance call or prank; however, all threats are treated as real until determined otherwise.

4.1.4. Mail bombs can cause serious damage or loss of life. The bomb may not be intended for the individual that gets injured. Mail bombs may be received at the office or at home.

4.2. Phase I. When a bomb threat has been received by telephone and the location is unknown.

4.2.1. Individuals receiving a bomb threat should listen carefully and gather as much information about the call and caller as possible.

4.2.2. All personnel must keep an AF Form 440, Bomb Threat Aid at their telephone and use it to gather the information needed to prepare an appropriate response by the person receiving the call and responding emergency personnel. If the form is not available, record information about the conversation as accurately as possible or use the Bomb Threat Checklist on page 3 of the Kirtland AFB phone book.

4.2.3. Keep the caller on the phone to gather as much information as possible. Make note of any background noise during the call (aircraft, traffic, other people speaking, etc.).

4.2.4. If a threat is received by written message, secure the message and limit unnecessary handling to preserve it as evidence and turn it over to responding security force/police personnel.

4.2.5. Report the Bomb Threat to the 377th Security Forces (SFS) at 846-7913/7926 and AFOTEC/SF, 846-5233/4727/5207 immediately. Provide all information obtained from the call to base SFS personnel responding to the incident immediately. If AFOTEC/SF cannot be contacted, notify the AFOTEC Command Section (CCE), 846-4533 immediately. AFOTEC SF or CCE will be the AFOTEC point of contact for further notifications to the law enforcement desk and coordination with the on-scene control point. During non-duty hours, call the 377 SFS.

4.2.6. SF will notify each director (or senior person in the director's absence) and AFOTEC/DP by telephone or messenger and request that personnel quickly visually check their offices and common areas for anything suspicious or unidentified, and then promptly evacuate the building. Common areas and offices should be checked by those most familiar with the area. Evacuation could involve all or part of AFOTEC facilities and will depend on the nature of the bomb threat. If the bomb threat targets a particular building, then evacuation will be directed for that building. Personnel in the other buildings will be notified of the bomb threat and asked to check their rooms and areas, and to be alert for any suspicious activity. NOTE: Base SFS personnel responding to the incident may direct the evacuation of all buildings at their discretion.

4.2.7. Area checks should include listening for unusual sounds, and looking for things that do not appear to belong in the office or area (boxes, packages, luggage, items of equipment that you do not recognize). CAUTION: Do not approach or handle any suspect package or device. If you notice something unusual or suspect during the check, notify SF or responding emergency personnel. This can be done after the building is evacuated.

4.2.8. Where possible ensure doors to rooms (except vaults and secure rooms authorized for open storage of classified) and areas remain unlocked when evacuating the building(s) to allow for inspection by responding emergency personnel if necessary.

4.2.9. Ensure all classified material is secured in a safe or secure room before evacuating if possible. Take classified with you only as a last resort if time does not permit securing the documents.

4.2.10. Personnel will evacuate to designated assembly points. Personnel in buildings 20201, 20202, 20203, and 20130 will evacuate to the northeast corner of Hardin Field. Personnel in

building 20129 will evacuate to the front of the Chapel (building 20107). Those who arrive first at the designated assembly points should quickly scan the area for any suspicious packages, vehicles, items or individuals. If any suspicious circumstances exist, redirect evacuating personnel to another area and notify SF or responding emergency personnel immediately. Supervisors should attempt to account for the whereabouts of their personnel and notify responding base SFS personnel of anyone not accounted for. DO NOT attempt to locate anyone unaccounted for by re-entering buildings.

4.2.11. SF/CCE will maintain contact with the on-scene control point and base Security Forces and keep personnel at the assembly points informed of events.

4.3. **Phase II.** A unidentified/suspicious item is found during the search of an area or office, a caller identifies the location of an item, or a suspicious item is reported and determined to be a threat. Includes a suspicious vehicle parked next to an AFOTEC building. Immediately evacuate designated building or buildings using routes that divert evacuating personnel away from the threat.

4.3.1. Follow the notification procedures under Phase I.

4.4. **Phase III.** A suspected explosive device has been found. Immediately evacuate designated building or buildings using routes that divert evacuating personnel away from the threat.

4.4.1. Follow the notification procedures under Phase I.

5. Antiterrorism Measures. Antiterrorism measures use a system of FPCONs to identify the level of a terrorist threat to military facilities and personnel. When HQ AFOTEC is notified by the base command post of an increased FPCON level, signs are posted at building entrances to inform building occupants of the FPCON. AFOTEC/SF will post detailed information on the measures to take for each condition/incident. Refer to attachment #2 of this instruction for the HQ AFOTEC Entry Control Guide. The Entry Control Guide is to be followed during periods when single point of entry procedure is in effect.

5.1. **FPCON NORMAL.** Applies when a general global threat of possible terrorist activity exists and warrants a routine security posture.

5.2. **FPCON ALPHA.** Applies when there is an increased general threat of possible terrorist activity against personnel and facilities. It may be necessary to implement certain measures from higher FPCONs.

5.3. **FPCON BRAVO.** Applies when an increased or more predictable threat of terrorist activity exists. Measures must be capable of being implemented for weeks without causing undue hardship.

5.4. **FPCON CHARLIE.** Applies when an incident occurs or intelligence is received indicating some form of terrorist action is likely. Measures may create hardship and affect the activities of the unit and it's personnel.

5.5. **FPCON DELTA.** Applies in the immediate area where a Terrorist attack has occurred or intelligence indicates that a terrorist action is eminent.

6. Actions to minimize the risk of terrorism in the work place and ease area searches during bomb threats. The following are actions everyone can take to minimize the chance of a bomb threat and to make room and area inspections easier.

- 6.1. Tag all luggage, briefcases, and handbags with identification tags. The Graphics Office in AFOTEC/SC can provide AFOTEC I.D. tags if necessary. Ensure boxes and other containers in the work place are identified by owner and content.
- 6.2. Keep work and common areas free of unnecessary boxes and containers.
- 6.3. Secure doors to storage areas, lockers, and infrequently used areas.
- 6.4. Be aware of who and what is in the work area. Report suspicious activity to AFOTEC/SF.
- 6.5. Comply immediately with all increased FPCON measures when notified.

7. Forms Prescribed or Adopted.

7.1. Forms Prescribed:

AFOTEC Form 12, **Visitor Request.**

7.1.1. Forms Adopted:

AF Form 440, **Bomb Threat Aid**

AF Form 1297, **Temporary Issue Receipt**

DOE Form 5631.20, **DOE Request for Visit & Access Approval**

FELIX DUPRÉ, Major General,
USAF Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

Title 18, Chapter II, U.S.C., *Crimes and Criminal Procedures*, June 25 1948

AFI 16-201, *Disclosure of Military Information to Foreign Governments*

AFI 31-101, *The Air Force Installation Security Program*

Kirtland Wing Plan 31-101, Installation Security Plan

Attachment 2

HQ AFOTEC BUILDING ENTRY CONTROL GUIDE, 27 AUG 02.

A2.1. Introduction. This guide will be used by entry controllers at HQ AFOTEC during Force Protection Conditions (FPCONs) CHARLIE and DELTA. A copy of this guide will be posted at the designated building entrances below. Entry Controllers must adhere to this guide while assigned to their post.

A2.1.1. Designated Entrances. The following entrances will be manned as follows from 0630-1700:

- A2.1.1.1. Bldg. 20129 – South Door ST/TSI
- A2.1.1.2. Bldg. 20130 – PC Door SF/SE/DP/AS/XP/TS/RM
- A2.1.1.3. Bldg. 20201 – West Door SC/XP/DET-1/XPZ
- A2.1.1.4. Bldg. 20202 – NE Door Det 3/TS/XOT/SC
- A2.1.1.5. Bldg. 20203 – SE Door Det 1
- A2.1.1.6. Bldg. 20416 – North Door Det 1/RML
- A2.1.1.7. Bldg. 20430 – East Door Det 1

A2.2. Entrance Verification / Examination Procedures. Personnel must be posted at designated entrances to verify entrance/exit and examine hand carried items.

A2.2.1. FPCON CHARLIE. AFOTEC personnel possessing an AFOTEC staff, support or contractor badge are authorized entrance and are not required to provide additional identification upon entrance unless requested to do so. Hand carried items will be randomly examined. By virtue of his position, the AFOTEC Commander is exempt from this requirement.

A2.2.2. FPCON CHARLIE and DELTA, cleared visitors possessing a black “V” badge are authorized entrance; however, they must provide additional identification and their destination upon entrance. *IN FPCON DELTA, 100% ID check is required- no exceptions. Examination of ALL hand carried items is also required.

A2.2.3. FPCON CHARLIE and DELTA, uncleared visitors possessing a red “V” badge, or no badge, must call their AFOTEC POC for entrance. Examine ALL hand carried items. If necessary, POC must escort to AFOTEC SF for badge issuance immediately.

A2.3. Additional Information:

A2.3.1. Assuming your post. Conduct a physical check of your surroundings, to include a complete walk around of your building. Ensure all unused entrances/exits are secured. Ensure correct FPCON signs are posted.

A2.3.2. Read all post materials thoroughly. This includes post instructions, pass-ons, and bulletins.

A2.3.3. If there is a telephone, ensure it works and know whom to contact in case of an emergency. If no telephone is available, designate an alternate procedure for sounding the alarm in case of emergency.

A2.3.4. During 100% ID checks, the following can be used to verify identity and allow entry into your facility in addition to an AFOTEC badge:

A2.3.4.1. Positive personal recognition.

A2.3.4.2. A valid form of DoD identification.

A2.3.5. How to check a DoD ID Card:

A2.3.5.1. Physically take the card from the person.

A2.3.5.2. Compare the picture on the card to the person.

A2.3.5.3. Check the expiration date.

A2.3.5.4. Check for the holograms on the DD Form 2 (USA and DoD Eagle symbols).

A2.3.5.5. Check to make sure the card is not coming apart or showing signs of tampering (i.e., picture outside of lamination, double lamination, two cards glued together, erased/overwritten, etc.).

A2.3.5.6. If the card is unserviceable (coming apart/damaged) or expired, ask for another form of identification and direct the individual to MPF to get a new card.

A2.3.5.7. If the card is obviously tampered, treat the card as a suspicious item.

A2.3.5.8. Contact AFOTEC SF immediately. Instruct the individual to standby until help arrives. If the person leaves before help arrives, get a good description and the route of travel.

A2.3.6. What to look for during examination of hand carried item (look for the obvious). Have the individual reveal the contents of the hand carried item by opening the item. If during your check you discover an item that may cause a public safety concern, stop the check, ask the individual to standby, and notify AFOTEC SF. If a person wanting access to the facility refuses to allow their hand carried items to be examined, deny entry, ask the individual to standby, and notify SF. If the individual leaves, get a good description and route of travel. NOTE: It is important to remember you are not doing a search of the hand carried items, just an examination.

A2.3.6.1. Firearms. Privately owned firearms are not allowed into AFOTEC facilities.

A2.3.6.2. Explosive material (dynamite, clearly marked explosive items, blasting caps, government C-4, hand grenades, etc.) are not allowed into AFOTEC facilities.

A2.3.6.3. Knives. In general, a knife with a blade in excess of 5 ½ inches in length is considered a weapon. However, pocket knives, nail files, box cutters, etc., are not. If in doubt, contact AFOTEC SF.

A2.3.6.4. In general, personal protective devices (i.e., mace, pepper spray) are not considered illegal weapons. If in doubt, contact AFOTEC SF.

A2.3.6.5. While your examination should not focus on looking for illegal drugs or contraband, if you recognize material or substances clearly illegal deny entry, ask the individual to stand by, and contact 377th Security Forces and AFOTEC/SF immediately.

A2.3.7. What to do if you find something suspicious while examining hand carried items:

A2.3.7.1. Consider the following items “suspicious”: Items with string or wire attached, greasy, dirty envelopes, and two-way radios. Do not attempt to open suspicious packages, deny entry, ask the person to standby until help arrives, isolate the area and contact 377th Security Forces and AFOTEC/SF immediately.

A2.3.7.2. If you discover a person illegally in the possession of a firearm or explosive device, deny entry, ask the person to standby until help arrives, and contact 377th Security Forces and AFOTEC/SF immediately.

A2.3.7.3. If a suspicious item is dropped or somehow ends up in your possession, do not handle the item. React according to the threat (i.e., if the item is a suspected explosive device or a suspected biological substance, clear the area and contact Security Forces immediately.) Keep constant control of the item by keeping other people away from the immediate area until arrival of 377th Security Forces, or the responding emergency agency.

A2.3.7.4. If the person leaves before help arrives, get a good description and the route of travel.

A2.4. EMERGENCY NUMBERS:

A2.4.1. 377th SECURITY FORCES: 846-7913 / 7926

A2.4.2. HQ AFOTEC/SF: 846-5233/4727/5207

A2.4.3. AFOTEC COMMAND SECTION : 846-4533